**REGATTA BUILDING,
HENLEY WAY, OFF
DODDINGTON ROAD,
LINCOLN LN6 3QR
SERVICE CHARGE
BUDGET
PERIOD BETWEEN 01
JAN - 31 DEC 2025**

SCHEDULE 1

Cost Category	Cost Description	YE Dec 2024 Budget	YE Dec 2025 Budget	Description
MANAGEMENT	Management Fee	£4,000.00	£5,000.00	Service Charge Admin Fees
	ACCOUNTING FEES	£400.00	£400.00	Fees for auditing accounts
	Professional Fee	£2,000.00	£1,000.00	Dealing with H&S issues
	SUB TOTAL	**£6,400.00**	**£6,400.00**	
UTILITIES	Electricity (Sch 1 - Common Area)	£2,000.00	£3,000.00	Electricity Consumption for common areas
	Water	£2,000.00	£4,000.00	Water supply & sewage disposal
	SUB TOTAL	**£4,000.00**	**£7,000.00**	
SOFT SERVICES				
Cleaning and Sustainability	Cleaning and Environmental	£14,000.00	£12,000	Communal cleaning
	Cleaning Consumables	£2,800.00	£7,000	Cleaning consumables
	Security	£5,700.00	£7,000	Standard security & key holding
	Cleaning Windows	£1,400.00		
	Snow clearance/road gritting	£1,500.00	£1,000.00	Gritting to carpark
Landscaping and the environment	Landscape and Gardening	£1,000.00	£2,000.00	Maintenance & cleaning of external areas
	SUB TOTAL	**£26,400.00**	**£29,000**	
HARD SERVICES				
M&E Services	Mechanical & electrical services	£7,500.00	£5,000.00	Mechanical & electrical services
	Lift	£1,200.00	£1,000.00	Fire alarm & maintenance of access system
Fabric Repairs and Maintenance	Fabric Repairs & Maintenance	£3,500.00	£5,000.00	Contingency sum for repairs
	Insurance	£450.00		Engineers Insurance
	SUB TOTAL	**£12,650.00**	**£11,000.00**	
	TOTAL	**£49,450.00**	**£53,400.00**	

SCHEDULE 2

UTILITIES	Electricity (Sch 2 - Tenant Consumption)	**£30,000.00**	£40,000.00	Actual electric consumption for tenants
	SUB TOTAL	**£30,000.00**	**£40,000.00**	
	TOTAL	**£30,000.00**	**£40,000.00**	
	GRAND TOTAL	**£79,450.00**	**£93,400.00**	

YE 2025 Contribution Breakdown

Unit	Floor area (Sq Ft)	Apportionment %	YE 2025 Contribution	YE 2025 Quarterly Charge
GROUND FLOOR UNIT 1	2030	11.87%	£11,085.24	£2,771.31
GROUND FLOOR UNIT 2	2030	11.87%	£11,085.24	£2,771.31
GROUND FLOOR UNIT 3	1640	9.59%	£8,955.57	£2,238.89
FIRST FLOOR UNIT 4	2031	11.87%	£11,090.70	£2,772.68
FIRST FLOOR UNIT 5	2032	11.88%	£11,096.16	£2,774.04
FIRST FLOOR UNIT 6	1641	9.59%	£8,961.03	£2,240.26
SECOND FLOOR UNITS 7 & 9	3655	21.37%	£19,958.90	£4,989.72
SECOND FLOOR UNIT 8	2045	11.96%	£11,167.15	£2,791.79